

# Westover Holiday Craft Show

Saturday October 29, 2016 - 9AM-3PM

Cecil F. Gilkerson Community Activities Center

305 South Dogwood Drive

Harrisonburg, VA 22801

Contact: Matt Little (540) 433-9168

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**Vendor Application:** The application process has two simple steps. Fill out the application and mail, bring it in to the Activity Center Office, fax (540-433-9169) or scan/email. With the application, please send a picture of your crafts and/or a booth setup. The ideal way to do this is to send the photo as an attachment to an E-mail along with your name and phone number. You can also mail or bring your photo to the administrative office. The review of applications will be an ongoing process so the sooner you get your application submitted the sooner you will know if you are accepted. You will receive an E-mail or phone call to notify you if your craft has been accepted. The second step starts once you are accepted; you have to pay for your booth space. The booth space costs are as follows:

- \$25 for handmade craft vendors
- \$35 for direct sales vendors
- Both include a food voucher and 1 table; booth spaces are 10'x10'

Additional tables are available for rent at \$10 for a 6ft table. This must be done in advance as space and tables are limited. You can mail in your check or bring it to the Administrative Office at the Activity Center.

**Please make checks payable to VPAS and make note in the memo section that the check is for the Craft Show.** If the name on your application is not the same as the name on the check please include a note so things go together correctly.

*The deadlines are as follows:*

*1<sup>st</sup> Step - Application and Photo must be in by September 1.*

*2<sup>nd</sup> Step - Payment and Table rental must be in by October 1.* (The Booth Space Fee and Table Rental Fee are Nonrefundable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of craft with brief description: \_\_\_\_\_

\_\_\_\_\_

Number of booth spaces \_\_\_\_\_ (Corner spaces are available but limited. Please check here \_\_\_\_\_ if you would like a corner space. Corner spaces are first come first serve)

Number of additional tables \_\_\_\_\_ @ \$10 each

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_